

GUIDELINES FOR PROJECT PROPOSALS

LAKE AND RIVER ENHANCEMENT (LARE) PROGRAM IDNR DIVISION OF FISH AND WILDLIFE

Each proposal for a project that has received Lake and River Enhancement (LARE) funding should include (or address) the following items at a minimum:

A. Discuss in detail what tasks will be included in the study and the methods that will be used to accomplish them. In some cases, the tasks may have been outlined by the Lake and River Enhancement Program (LARE) in a scope of work for the project. For example, activities performed in a diagnostic study may include, but are not limited to:

1. Water sampling, including tributary and aquatic plant sampling;
2. Watershed modeling;
3. Lake response modeling;
4. Recommendations for conducting a subsequent lake or river watershed management plan;
5. Restoration alternatives, including recommendation of the most cost-effective actions to be taken; and
6. Identification of potential construction sites (if recommended).

B. Provide a U.S.G.S. quadrangle (or comparable) map of the lake or river watershed project area with preliminary locations of any in-lake and tributary sampling sites.

C. Provide a total estimated cost for the project with a budget breakdown by major task in the proposal including numbers of person hours, samples, and other costs.

D. Include a project timeline by task. Allow two months for review of the draft report by the local entity, LARE program staff, and outside reviewers.

E. Include, as the final task, the presentation of the study results and recommendations at a meeting of the group which served as the local entity. LARE program staff should be invited to attend this meeting.

F. Submit an outline of the final report as part of the proposal along with the number of printed and electronic copies to be provided.

G. Include a brief description of the project team, including resumes, and their specific project assignments (not to exceed three pages).

H. Submit copies of the proposal to the local entity for competitive evaluation. One copy of the proposal must also be forwarded to the LARE program office.

I. Once a consultant has been selected, one copy of the final proposal must be submitted for the LARE program files. Corporate qualifications need not be included in this copy if they are already on file with the Division. The local entity must also receive a copy of any revised proposal. Proposals must be submitted in hard copy and electronic format (MS-Word Document or Adobe PDF).

G. The draft contract must be approved by the LARE project manager before it is finalized with the client (local sponsor). Contract language must comply with standard LARE guidelines.

For more guidelines, see the LARE Online Project Manual at:

<http://www.in.gov/dnr/fishwild/lare/manual.html>

Examples of projects that have been successfully completed with LARE funding can be found online at: http://www.in.gov/dnr/fishwild/lare/lare_reports.html